



EMBASSY OF THE
UNITED STATES OF AMERICA
P.O. BOX 606 -00621, VILLAGE MARKET
NAIROBI, KENYA

September 14, 2010

Dear Prospective Offeror/Quoter,

Subject: Request for Quotation (RFQ) No.PR 931777 - TYRES

The American Embassy Nairobi, Kenya, has a requirement for a supplier/dealer/manufacturer to provide a quotation to supply the following

1. VEHICLES TYRES - PR931777

To submit a quotation, follow the instructions, complete the required portions of the attached documents and submit it to the address shown on the **Standard Form 18** that follows this letter.

The U.S. Government intends to award a contract/purchase order to a responsible company submitting an acceptable quotation, with all the required technical specifications and reasonable price. You are encouraged to make your quote competitive and you are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

Your proposal must be submitted in a sealed envelope on or before Wednesday September 22, 2010 at 3.00p.m marked as follows:-

- 1. RFQ NO. 931777 (Must have the Company Letter Head or Company Stamp/Seal including your quotation Reference Number).**

To the Contracting Officer, American Embassy, United Nations Avenue, P.O. Box 606 Village Market, 00621, Nairobi, Kenya.

Oral quotations will not be accepted.

Sincerely,

Mike Davids
Contracting Officer

Enclosure: Standard Form 18.

**NB FAILURE TO FOLLOW INSTRUCTIONS WILL LEAD TO THE
DISQUALIFICATION OF THE PROPOSALS**

REQUEST NO. PR 931777	2. DATE ISSUED 09/14/2010	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING	
5A. ISSUED BY American Embassy, General Services Office, P.O. Box 606 Village Market 00621, Nairobi, Kenya			6. DELIVER BY (Date)		
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)			7. DELIVERY X FOB DESTINATION OTHER (See Schedule)		
NAME MIKE DAVIDS/JANE NJUNG'E		TELEPHONE NUMBER			
		AREA CODE 254	NUMBER 3636000		
8. TO:			9. DESTINATION		
b. COMPANY			a. NAME OF CONSIGNEE		
c. STREET ADDRESS To Prospective Quoters			b. STREET ADDRESS		
d. CITY NAIROBI	e. STATE	f. ZIP CODE	c. CITY		
			d. STATE	e. ZIP CODE	
PLEASE FURNISH QUOTATIONS TO THE SUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) Wednesday September 22, 2010, 4.00 p.m		IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any cost incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter			
11. SCHEDULE (Include applicable Federal, State and local taxes)					
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	Vehicles TYRES: 1.TYRES SIZE 265/70 R 16 2.TIRES BF Goodrich, all Terrain TA, 275/65 R17	30	EA		
SCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS NUM ER %
NOTE: Additional provisions and representations [] are [] are not attached.					
13 NAME AND ADDRESS OF QUOTER		14 SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15 DATE OF QUOTATION	
a. NAME OF QUOTER					
b. STREET ADDRESS		16. SIGNER			
c. COUNTY		a. NAME (Type or print)			b. TELEPHONE
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)		AREA CODE NUMBER

Exhibit Error! No text of specified style in document.-1 – Sample Request for Quotations (RFQ) (under \$100,000)

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STANDARD FORM 18 (Rev. 6-95)

not usable
Prescribed by GSA-FAR (48 CFR) 53.215-1(a)

Previous edition